



USAID | UKRAINE

FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 72012119R04

ISSUANCE DATE: 07/30/2019

CLOSING DATE/TIME: 08/13/2019 at 11:59 p.m. Kyiv Time

SUBJECT: Solicitation for a Project Management Assistant (Infectious Diseases), Cooperating Country National Personal Services Contractor (CCN PSC) the Local Compensation Plan.

Dear Prospective Offerors:

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking offers from qualified persons to provide personal services under a contract as described in this solicitation.

Offers must be in accordance with **Attachment 1, Sections I through V** of this solicitation. Incomplete or unsigned offers will not be considered. Offerors should retain copies of all offer materials for their records.

This solicitation in no way obligates USAID to award a PSC contract, nor does it commit USAID to pay any cost incurred in the preparation and submission of the offers.

Any questions must be directed in writing to the Point of Contact specified in the attached information.

Sincerely,

/s/

Magdalena Maxwell
Contracting Officer

Attachment 1 to Solicitation No. 72012119R04

I. GENERAL INFORMATION

- 1. SOLICITATION NO.:** 72012119R04
- 2. ISSUANCE DATE:** 07/30/2019
- 3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS:** 08/13/2019 at 11:59 p.m. Kyiv Time
- 4. POSITION TITLE:** PROJECT MANAGEMENT ASSISTANT (Infectious Diseases)
- 5. MARKET VALUE:** Basic Annual rate (in U.S. Dollars): \$25,396 to \$33,016

In accordance with AIDAR Appendix J and ADS 309, the Local Compensation Plan (in effect at the time) of the U.S. Embassy to Ukraine forms the basis of compensation. The LCP consists of the salary schedule, which includes salary rates, authorized fringe benefits, and other pertinent facets of compensation. Final basic compensation will be negotiated within the listed market value. Salaries over and above the top of the pay range will not be entertained or negotiated. This salary range is not inclusive of other benefits and allowances.

- 6. PERIOD OF PERFORMANCE:** Employment under any contract issued under this solicitation is of a continuing nature. Its duration is expected to be part of a series of sequential contracts; all contract clauses, provisions, and regulatory requirements concerning availability of funds and the specific duration of the contract shall apply. The initial CCNPSC contract will be for one year with a four years option pending continued need for the position, contractor performance, and funds availability.
- 7. PLACE OF PERFORMANCE:** Kyiv, Ukraine
- 8. SECURITY LEVEL REQUIRED:** Foreign Service National Security Certification
- 9. STATEMENT OF DUTIES:**

The USAID Regional Mission to Ukraine and Belarus (the Mission) is responsible for strategic planning, program design and implementation, achievement of results, and reporting for USAID assistance programs. In these countries, USAID program focuses on three main areas, namely (a) economic growth; (b) democracy and governance; and (c) health. Although areas of relative emphasis vary across the region, virtually every activity includes a major policy reform element.

The PROJECT MANAGEMENT ASSISTANT (Infectious Disease) position resides in the Office of Health (OH) and will be a part of the Infectious Diseases team. OH is one of three technical offices in the Mission and is responsible for the management of a portfolio that focuses on health reform and infectious diseases (primarily HIV/AIDS and tuberculosis). The Infectious Disease team works across the inter-agency to achieve PEPFAR goals. The incumbent will perform a variety of functions to ensure effective and efficient implementation of infectious disease activities by providing administrative and project support in multiple areas to the team.

In general terms, the incumbent will assist with planning, management, monitoring, reporting and evaluation of a portion of the OH portfolio and will fully participate in Mission and inter-agency PEPFAR planning and strategy development activities.

The position covers three major areas: 1) activity management duties for assigned implementing mechanisms or components of activities as assigned by the Deputy Office Director; 2) administrative, communication, and reporting support for the infectious disease portfolio of activities; and 3) representation in routine and ad hoc meetings and events.

MAJOR DUTIES AND RESPONSIBILITIES:

A. Activity Management Duties (40%)

- Keep the OH and infectious disease team informed on the progress of work of implementing partners, prepare progress-monitoring reports, routinely assess their continuing viability, and perform other activity management duties as assigned.
- Review and analyze activity documentation submitted by implementing partners. Provide recommendations to the infectious disease team on resolving implementation issues.
- Prepare procurement documentation for necessary actions including scopes/statements of work, GLAAS packages, checklists, and budgets. Assist with close-out of existing activities, start-up of new activities, and other actions required to amend agreements.
- Monitor the financial status of assigned awards on a regular basis. Analyze pipelines and mortgages, and assure timely obligation of funds.
- Keep abreast of best practices and policies and current research on infectious disease activities relevant to the team through online courses, professional literature, and other resources.
- Perform site visits.
- Serve as a liaison for Washington-managed projects.

B. Administrative, Communication, and Reporting Support Functions (40%)

- Assist the infectious disease team in drafting and editing English-language reports on activity issues and accomplishments.
- Prepare briefing materials on the infectious disease portfolio strategy and projects, activity budgets, and activities.
- Draft communication products and presentations.
- Coordinate the infectious disease team's contribution to information and reporting requirements for, but not limited to, the Annual Report, Operational Plan, Activity Data Sheets, briefing papers, and program review materials.
- Track activities of other donors/international organizations involved in HIV/ADS, tuberculosis, and other infectious disease projects.
- Communicate with representatives of contractors, grantees, non-government and other entities to obtain information related to infectious disease activities in order to coordinate OH responses to USAID inquiries.
- Coordinate meetings for the infectious disease team and incoming TDYers.
- Translate short letters from Ukrainian to English and English to Ukrainian. If such a situation warrants, interpret during meetings if there is no translator available.

C. Representation (20%)

- Represent the Office of Health at routine Mission and Embassy meetings, and with USAID/Washington and other development partners. Represent the OH at GOU, other stakeholders' professional and official meetings and events.

SUPERVISORY RELATIONSHIP: The incumbent will report to the OH Deputy Office Director.

SUPERVISION EXERCISED: N/A

10. AREA OF CONSIDERATION: Open to All Interested CCN (Cooperating Country National) Candidates.

“Cooperating country” means the country in which the employing USAID Mission is located.

“Cooperating country national” (“CCN”) means an individual who is a cooperating country citizen or a non-cooperating country citizen lawfully admitted for permanent residence in the cooperating country.

NOTE: ALL CCNs MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION. THE MISSION DOES NOT SPONSOR WORK PERMITS.

11. PHYSICAL DEMANDS: The work requested does not involve undue physical demands.

12. POINT OF CONTACT: Completed applications (including all required documents - see section IV below) must be submitted electronically to: kyivvacancies@usaid.gov. When submitting an application, the solicitation number and the title of the position are to be mentioned in the subject line of the email.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

Education: Minimum of Bachelor’s degree in public health, public policy, medicine, or related fields is required.

Prior Work Experience: Three years of progressively responsible experience in development assistance or related work is required. Experience is required in the preparation and presentation of major development analyses and strategies.

Language Proficiency: Level IV (speaking/reading) English proficiency with strong writing skills is required. Fluency in Ukrainian and Russian is required.

Only offerors clearly meeting the above minimum qualifications will be considered for further evaluation.

Foreign Service National Security Certification and Medical Clearances: The ability to obtain the required foreign national security certification and medical clearances for the position is considered a minimum qualification. See section V below.

The probationary period is three months.

III. EVALUATION AND SELECTION FACTORS

Selection Process and Basis of Evaluation: Offerors who clearly meet the aforementioned minimum education and work experience qualification requirements may be further evaluated through review of the offeror’s submitted required documents (see section IV below) and ranked based on the below evaluation and selection factors. A competitive range may be established of the highest-ranked offerors, who may be

further evaluated through technical/language tests, interviews, and reference checks to determine the most qualified/highest-ranked offeror. Reference checks may be conducted with individuals not provided by the offeror, and without prior notification to the offeror. Any offeror not receiving satisfactory reference checks will no longer be considered for the position. Negotiations may be conducted with the most qualified/ highest-ranked offeror at the conclusion of evaluations.

10 points – Education: Minimum of Bachelor’s degree in public health, public policy, medicine, or related fields is required. Additional education in the aforementioned areas is desired.

30 points – Experience: Three years of progressively responsible experience in development assistance or related work is required. Experience is required in the preparation and presentation of major development analyses and strategies. Additional experience in the aforementioned areas, especially with the US Government (USG), is desired.

30 points – Knowledge: Good knowledge of the public health system in Ukraine, specifically an understanding of infectious diseases like HIV/AIDS, TB, and Hepatitis C. Knowledge of, or potential to acquire knowledge of, U.S. Government procurement regulations and procedures, USAID reporting requirements, PEPFAR requirements, and general project and financial management methodology. Advanced knowledge in one or more of the aforementioned areas is desired.

30 points – Skills and Abilities: Ability to plan, manage, prioritize and complete tasks from various sources is required. Budgeting, financial management, and project management skills are required. Ability to differentiate the diverse components of the system is essential as well as the ability to translate ideas into matrices and products. A high degree of proficiency is required in the use of word processing, computer spreadsheets, and graphics, preferably Microsoft Word, Excel, and PowerPoint, including the ability to design and prepare user-friendly and informative reports. Excellent written and oral communication skills are required. Also desired are an ability to evaluate and interpret data and written reports and to present conclusions, the ability to recognize significant developments and trends and to identify the impact on project implementation, an ability to establish and maintain contacts with counterparts in government, other donor agencies, and international organizations, and a willingness and ability to work effectively and collaboratively in a team-based environment. Advanced skills/abilities in one or more of the aforementioned areas are desired.

TOTAL POSSIBLE POINTS: 100 points

IV. PRESENTING AN OFFER/APPLYING FOR THIS POSITION

1. Eligible Offerors are required to complete and submit through email all the below documents in order to be considered for the position.
 - a. **Completed DS-174** (application for Employment as Locally Employed Staff) which can be retrieved here: <https://eforms.state.gov/Forms/ds174.pdf>

Offerors must thoroughly complete the DS-174 form in English, and are advised to include all of their current and previous work experience related to this position. Offerors may use continuation pages to further explain their relevant work experience, if needed.

An Internal Offeror’s experience acquired before/after joining U.S. Government should correspond to the information provided in the Official Personnel Folder (OPF). Any

discrepancy found between the current application form (DS-174) and the information provided in the OPF related to offeror's qualifications could make the offeror ineligible for the position.

- b. **A cover letter** of no more than 2 pages that demonstrates how the Offeror's qualifications meet the evaluation and selection factors in section III. Excess pages (beyond 2) will not be read or considered.
- c. **Standard resume or CV** of no more than 2 pages that demonstrates how the Offeror's qualifications meet the evaluation and selection factors in section III. Excess pages (beyond 2) will not be read or considered.

Offerors who do not include all above required documents in their offer submission will not be considered for this position.

- 2. Offers must be received by the closing date and time specified in **Section I, item 3**, and submitted to the Point of Contact in **Section I, item 12** by email with appropriate attachments. Documents/offers received through links to Google Drive, Sky Drive, and/or any other private cloud computing database/websites **will not be considered.**
- 3. To ensure consideration of offers for the intended position, Offerors are to prominently reference the Solicitation number in the offer submission.

NOTE: Due to the high volume of applications received, we may only contact applicants who are being considered. Thank you for your understanding.

V. LIST OF REQUIRED FORMS FOR PSC HIRES

Once the Contracting Officer (CO) informs the successful Offeror about being selected for a contract award, the HR unit will provide the successful Offeror instructions about how to complete and submit the following forms, needed to obtain medical and security/facility access.

- 1. Questionnaire for Employment Authorization (U.S. Embassy Kyiv form)
- 2. Authorization for Release of Information (U.S. Embassy Kyiv's form)
- 3. Certificate of Criminal Records (obtained from the pertinent authorities)

Failure of the selected offeror to accurately complete and submit required documents in a timely manner may be grounds for the CO to rescind any conditional pre-contract salary offer letter and begin negotiations with the next most qualified/highest ranked offeror.

VI. BENEFITS/ALLOWANCES

The local compensation plan (LCP) is the basis for all compensation payments to locally employed staff /CCNPSCs. The LCP consists of the salary schedule, which includes salary rates, authorized fringe benefits, and other pertinent facets of compensation such as health and life insurance, and retirement allowance. As a matter of policy, and as appropriate, a PSC is normally authorized the following benefits and allowances:

- 1. BENEFITS:
 - a) Health and Life Insurance coverage

- b) Defined Contribution Fund 12%
- 2. ALLOWANCES (as applicable):
 - a) Meal Allowances: The annual amount is \$853 for employees working on a full time basis.
 - b) Family Allowances: The mission provides a child allowance. Grants amounts are subject to change as determined by the Ukrainian State Budget Law.

Additional information may be provided to the selected offeror at time of salary offer.

VII. TAXES

Locally Employed Staff are responsible for paying local income taxes. The U.S. Mission does withhold year-end local income tax payments.

VIII. USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO PSCs

USAID regulations and policies governing CCN/TCN PSC awards are available at these sources:

1. **USAID Acquisition Regulation (AIDAR), Appendix J**, “Direct USAID Contracts With a Cooperating Country National and with a Third Country National for Personal Services Abroad,” including **contract clause “General Provisions,”** available at https://www.usaid.gov/sites/default/files/documents/1868/aidar_0.pdf.
2. **Contract Cover Page form AID 309-1** available at <https://www.usaid.gov/forms>.
3. Acquisition & Assistance Policy Directives/Contract Information Bulletins (**AAPDs/CIBs**) for Personal Services Contracts with Individuals available at <http://www.usaid.gov/work-usaid/aapds-cibs>.
 - AAPD 16-03 Expanded Incentive Awards for Personal Services Contracts with Individuals
 - AAPD 06-08 AIDAR, Appendices D and J: Using the Optional Schedule to Incrementally Fund Contracts
4. **Ethical Conduct.** By the acceptance of a USAID personal services contract as an individual, the contractor will be acknowledging receipt of the “**Standards of Ethical Conduct for Employees of the Executive Branch,**” available from the U.S. Office of Government Ethics, in accordance with **General Provision 2 and 5 CFR 2635.** See <https://www.oge.gov/web/oge/nsf/OGE%20Regulations>.

EQUAL EMPLOYMENT OPPORTUNITY: The United States Government does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor. Management may consider the following when determining successful candidacy: nepotism, conflicts of interest, budget, and residency status.